

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. Department Address		ARCHIVES AND HISTORY	
Application Date Sept. 26, 1978		Georgia Dept. of Human Resources Div. of Family & Children Services Food Stamp Section - 2nd Floor 618 Ponce de Leon Ave., N.E. Atlanta, Ga. 30306		Application Number 78-231	
Application Number DHR-60				Date Received OCT - 3 1978	
				Date Completed OCT 18 1978	
2. Person to Contact		Working Title		Telephone Number	
Loretta S. Knight		Secretary/Typist, Senior		894-4246	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest 1976		Food Stamp Program Internal Audit Files			
Latest to present					
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
The Division of Family & Children Services, through the leadership of the Director, is responsible for administering, supervising, and regulating services to indigent children, adults, and families, State-wide; for serving as liaison with the Regional Office of HEW concerning the status of the State Social Service Plan and for clearing policy questions; and for working with other DHR Offices and Divisions to resolve problems affecting the operation of the Division of Family & Children Services.					
The Food Stamp Section is responsible for administering the Food Stamp Program, which includes: ordering, receiving, distributing (issuances), accounting, reporting, storing, and security and control while the food coupons are a liability of the State or County agency; providing consultative and techni-					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: maintaining records of the internal audit of books and records for County Food Stamp Programs State-wide.					
Included are: audit report of findings as to deficiencies in the Food Stamp Program and recommendations for correction (for each county); response as to action taken by each county to correct deficiencies; notation for closing each file when all deficiencies cited in the auditor's report have been corrected; and all related correspondence.					
File is arranged: alphabetically by county.					
8. Monthly Reference Rate 5-6 How often are records referred to which are:					
One to six months old _____ ; Seven to twelve months old 2-3 ; Thirteen to twenty-four months old 1 ;					
twenty-five months and older 1 ;					
9. Annual Rate of Accumulation or Records					
Letter-size drawers 1 ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Office of Audits - County Departments
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

State 7/1-6/30

☒ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 3 year(s); then

* ☒ Destroy, except that files for years ending with 6 and 1 will be transferred to State Archives for permanent retention.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

* Do not destroy until all audit questions have been resolved.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Richard A. Peterson</i>	9-13-78	<i>Elizabeth W. Crank</i> Elizabeth W. Crank, CRM	9/15/78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	10-17-78
		<i>W. J. Hill</i>	10-13-78
			10-17-78

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Food Stamp Program Internal Audit Files

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6. cal assistance to the County departments; and maintaining the Food Stamp Manual and the State Plan for the Food Stamp Program.